

## Requirements for Montana Class 2 Educator Licensure

There are three pathways to meeting Montana's requirements for Class 2 licensure (per Administrative Rules of Montana 10.57.410). **One** of the following must be met:

- ❖ Completion of an educator preparation program which is accredited by NCATE, CAEP, MACTE or is a state approved program from a regionally accredited college or university **AND** completion of student teaching or a supervised teaching experience through an educator preparation program. **OR**
- ❖ Completion of a National Board Certification program. **OR**
- ❖ Completion of a non-traditional teaching program with five (5) successful years of teaching experience, along with a current, standard, unrestricted out-of-state educator license.

**Additionally, each of the following must be met prior to licensure:**

1. Verification of the Montana required Praxis test score(s) meeting Montana standards for your endorsement area(s). [Click here for PRAXIS information.](#) **AND**
2. Completion and verification of the free, on-line course "An Introduction to Indian Education for All in Montana" <http://learninghub.mrooms.net/course/index.php?categoryid=105>

## Application Process

1. Complete the online application at: <https://apps3.opi.mt.gov/SSO/Login/Login.aspx>
2. Supplemental forms to the online application; must be submitted by mail unless otherwise noted and received by OPI before your application can be processed:
  - [University Recommendation Form](#)
  - [Notary Page](#)
  - [Fingerprint Background Check Instructions](#)
3. Official transcripts may be sent electronically from the college or university to [cert@mt.gov](mailto:cert@mt.gov) or mailed.
4. Verification of required Praxis test scores submitted electronically to [cert@mt.gov](mailto:cert@mt.gov) or the original mailed.
5. Original completion certificate for "An Introduction to Indian Education for All in Montana".
6. Copy of your valid, unexpired out-of-state teaching license electronically to [cert@mt.gov](mailto:cert@mt.gov) or mailed, if applicable.

Mail all hard copy documents to: **Montana Office of Public Instruction**  
**Attn. Educator Licensure**  
**PO Box 202501**  
**Helena, MT 59620**

**NOTE: If you meet all requirements but have:**

- An unrestricted, expired out-of-state teaching license

**AND**

- Have not earned 6 semester credits of college coursework from a regionally accredited college or university, within the past 5 years

Utilize this same application link, the system will automatically convert your Class 2 application to a Class 5 provisional license. The provisional license allows you to be employed in Montana as an educator while completing the outstanding requirements. This license is valid for a period of up to three years from date of validation.

**Questions: Please call us at 406-444-3150**

**(Paper Application:** If you chose to apply with this application, all forms within this application must be completed and returned before your application will be processed.)

[Class 2 Standard Educator License paper application](#)